



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 3**

**#T2212 RECORDS MANAGEMENT ANALYST
*MONTHLY SALARY: \$4520 to \$5463**

***APPLICATION FILING PERIOD: FIRST DATE: May 29, 2009**

LAST DATE: June 17, 2009

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITIONS: Records Management Analysts plan, organize, and implement all document control procedures for an automated records control system; analyze paper and document flow patterns and recommend changes and improvements to work processes to control and optimize document processing; oversee and coordinate the collection, indexing, imaging, storage, and traceability of documents; prepare flow charts and procedures manuals depicting the steps for documents control and storage; study and develop records retention schedules based on legal, historical, departmental, and other requirements; ensure the access and availability of documents to appropriate parties, while maintaining the security of documents and the records management system; study administrative problems with the records management unit such as space allocation, documents storage problems, and public access and traffic control, and make appropriate recommendations and alterations to unit configuration and procedures; provide technical expertise in the development of vital records listing; compile and maintain records systems documentation; develop and maintain the division or department technical libraries; act as a liaison between the division or department and the City Clerk's office, the Attorney's office, and others on records matters; respond to subpoenas and other official requests for records; serve as the records expert in litigation processes and establish protocols to handle attorney/client and other proprietary documents; review, evaluate, and select various records management program software and hardware; coordinate data systems analysis and hardware purchases with consultants and department data systems staff; prepare cost benefit and other analyses for systems development, upgrade, and process improvement, including hardware, software, and other records management system equipment; supervise records management and technical staff, including selecting, evaluating, and training staff; manage the records management unit budget, including staffing and equipment requirements; and prepare budget documents.

REQUIREMENTS: The ideal candidate for this position will have a combination of training, education, and/or experience equivalent to the following:

1. Certification as a Certified Records Manager (C.R.M) from the Institute of Certified Records Managers (I.C.R.M.).
(Submit proof of certification with your application.)
- OR-**
2. A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester / 180 quarter) **AND** two years of full-time professional-level records management experience in at least one of the following categories: **(Submit proof of degree and/or units with your application.)**
 - Management of a Records Management Program
 - Records Creation and Use
 - Active Records Systems
 - Inactive Records Systems
 - Records Appraisal, Retention, and Disposition
 - Records Protection
 - Records and Information Management Technology

***NOTES:**

1. Qualifying professional-level records management experience may be substituted for education lacked on a year-for-year basis. (One year of full-time experience = 30 semester/4.5 quarter units.)
2. A Master's Degree in Records Management or Library Science may be substituted for one year of the required experience. **(Submit proof of degree and/or units with your application.)**

HIGHLY DESIRABLE: Membership in ARMA International (the Association for Information Management professionals), formerly the Association of Records Managers and Administrators (ARMA). **(Submit proof of certification with your application.)**

***HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application or an online application via the internet. Please read the following instructions for each method of submission.

#T2212 RECORDS MANAGEMENT ANALYST

Page 2 of 3

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX / MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

***PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; psychological evaluation, Department of Motor Vehicles record check, and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

***SUPPLEMENTAL QUESTIONS:** In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be rejected. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g. specify the employer, educational coursework, training classes,); and provide comprehensive information regarding what duties you have performed. If you do not have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. If you are meeting the job requirement with **certification** as a Certified Records Manager (C.R.M.) from the Institute of Certified Records Managers (I.C.R.M.), please indicate the year your certification was obtained. **(Submit proof of certification with your application.)**
2. Indicate if you are meeting the **educational** job requirement with a Bachelor's Degree or equivalent education (120 semester/180 quarter units). **(Submit proof of degree and/or units with your application.)**
3. Indicate if you possess a Master's Degree in Records Management or Library Science which may be substituted for one year of the required experience. **(Submit proof of degree and/or units with your application.)**
4. Describe your full time professional-level records management experience in the following categories (if you do not have any experience in a specific category, please write 'NONE'):
 - a. Management of a Records Management Program. Responsible for an organization's records management program; supervising a records management staff; and/or developing and issuing all directives for an organization's records management program.
 - b. Records Creation and Use. Designing and implementing a forms management program; responsible for a directives program in a large organization; and/or managing a large word processing center.

#T2212 RECORDS MANAGEMENT ANALYST

Page 3 of 3

- c. Active Records Systems. Designing and implementing a standardized file system for an organization or a large major unit thereof; responsible for the management of a large central files system; and/or developing large scale retrieval systems.
- d. Inactive Records Systems. Responsible for the management of a large records center (in-house or commercial); conducting studies and surveys leading to the implementation of a major records center system; and/or designing and implementing a records center facility.
- e. Records Appraisal, Retention, and Disposition. Planning and supervising a major records inventory; responsible for developing and issuing an organization's records schedules; and/or managing a large organization's disposition program.
- f. Records Protection. Conducting studies, surveys, or audits of vital records programs; responsible for the protection and preservation of archival collections; and/or preparing and monitoring major disaster recovery plans.
- g. Records and Information Management Technology. Studying, designing, and implementing a conversion from a manual to an automated system; managing an organization's imaging program (film and/or electronic); and/or developing software for records management applications.
- h. Other (Specify).

*TMP/June 8, 2001/*Rev. 1 (05-29-09)/Associate Management Analyst (*Option Title: Records Management Analyst*)/Class 1218-O

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER